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ABSTRACT

This paper argues that the first order of the day in reference collection development is to cope with the problems that developing user-responsive, client-centered reference collections always incur. It is suggested that the responsiveness of reference collections can be measured largely by the currency of the materials in the collection and by the retrospective comprehensiveness of the collection as a whole, and that it becomes possible to deal with the problems only if there is an organized framework for the selection of materials. It is also suggested that one person should serve as the coordinator of reference collection development and have the major responsibility for guiding the development of the collection. Various tools used in identifying appropriate materials for the reference collection are identified, and guidelines for the selection process are offered. Some of the questions that arise in the process of creating a reference collection development policy are also discussed and ways of dealing with them are suggested. Suggestions are also offered for identifying alternative or ephemeral materials--e.g., publications from museums, learned societies, private membership organizations, and small and alternative presses--and integrating them into the reference collection. In conclusion, it is argued that a major benefit of organizing the reference collection development process should be to increase its visibility as an integral part of reference librarianship. The appended handouts include samples of fliers and advertisements for reference materials. (7 references) (BBM)

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THE ART OF REFERENCE COLLECTION DEVELOPMENT

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THE 99th WISCONSIN LIBRARY ASSOCIATION ANNUAL CONFERENCE

Paper Valley Hotel, Appleton, Wisconsin

NOVEMBER 15, 1990, 10:30 a.m.

AGENDA

1. THE COORDINATOR OF REFERENCE COLLECTION DEVELOPMENT
2. THE PRE-POLICY PROCESS
3. THE REFERENCE COLLECTION DEVELOPMENT POLICY
4. ALTERNATIVE PUBLICATIONS
5. INCREASING THE VISIBILITY OF THE PROCESS OF REFERENCE COLLECTION DEVELOPMENT

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THE ART OF REFERENCE COLLECTION DEVELOPMENT

A PROGRAM PRESENTED AT THE 99TH ANNUAL

WISCONSIN LIBRARY ASSOCIATION CONFERENCE,

NOVEMBER 15, 1990,

PAPER VALLEY HOTEL, APPLETON, WISCONSIN

By

Lynn C. Hattendorf

Assistant Reference Librarian

The University of Illinois at Chicago

INTRODUCTION

Good morning! Thank you for inviting me to be a part of your dynamic conference. Over the years I've heard all sorts of superlative things about the Wisconsin Library Association from my university colleagues and from the many librarians I've met through the American Library Association. Last night you honored one of your colleagues, Eugene Engeldinger, by naming him the Wisconsin Academic Librarian of the Year. It is a noteworthy coincidence that Mr. Engeldinger's article on the weeding of reference collections is featured on the cover of the handout I have prepared for you which I will distribute later in the program--a timely testimony to the achievements and visibility of Wisconsin librarians.

I am overwhelmed by the variety of programs you are offering. There's certainly something for everyone. It's also good to be back in Appleton. I spent many wonderful weekends here in 1979 and 1980 visiting my stepson who was attending Lawrence University.

Before we begin, it would be helpful for me to know how many of you are public librarians--please raise your hands. Thank you. Academic librarians--please raise your hands. Thank you. Special librarians--thank you! I'm also curious as to how many of you perform reference collection development in your libraries. Please raise your hands one more time! Thank you

I have prepared a simple questionnaire that I will distribute at the end of our program. I hope some, if not all of you, will be inclined to fill it out and mail it to me. I realize it takes time but I would appreciate receiving some feedback on how Wisconsin librarians develop their reference collections. I'm always looking for new ideas about how I can improve my system of collection development.

In the Winter 1989 issue of RQ, I published an article called "The Art of Reference Collection Development.[1]" This article took me three long painful years to write--and I do mean painful! I could not have written it if I had not been actively involved in doing reference collection development on a daily basis. It evolved from my involvement in the American Library Association. I have attended many ALA discussion groups over the years on collection development, but reference collections were conspicuous by their absence from these discussions. The focus was always on developing the circulating and special collections, on dealing with the escalating price of serials, what to do about microforms, and just this past summer, a program called "Divided Loyalties: Managing Professionals with Multiple Reporting Lines or Functions," which addressed the issue of reference librarians who are also half-time bibliographers responsible for developing their collections at large. Reference collection development was always excluded from these forums.

After performing reference collection development for my department over the past four years in conjunction with all of the other things reference librarians do, I confess that I do not understand how reference librarians can also select for their circulating collections. It is difficult enough to try to keep up with what's new in reference sources, much less be half-time subject specialists. I think we can spread ourselves too thin, and I'm sure all of you in the audience today know what I mean. How much can we do and still do it good?

Steven F. Vincent stated that "reference materials differ in nature and use from materials in the general collection,"[2] and Elizabeth Futas believes that "as reference librarians, we have the closest ties to individual users of our collections. It should be our responsibility to select materials for that part of the collection which we know

better and more intimately than anyone else."[3] In my opinion, it is our responsibility to actively participate in selecting the materials for our reference collections.

Now--to our program. This will not be just a "how I do it right at my library" kind of talk although I would like to share with all of you how I became interested and involved in developing our reference collection, and, in turn, interested in all facets of the reference collection development process. When I joined the faculty of the University of Illinois at Chicago in September, 1983, absolutely nothing was being done by the reference librarians as far as collection development was concerned--when I say nothing, I mean nothing! About the only activity that could be construed as a collection development one was the occasional ordering of a thesaurus for the computer search room. Developing the reference collection had taken a back seat to automation priorities and bibliographic instruction.

At this point, you may be wondering how we receive our reference materials--that's a good question. At the University of Illinois at Chicago, commonly referred to as UIC, we have six bibliographers who are subject specialists and who select the materials for the entire collection including our medical libraries in our remote sites in Peoria, Rockford, and Urbana. The Bibliographer for the Social Sciences, who was once a member of our reference department, and who has a doctorate in history, also selects most of the materials for the reference collection, although the other bibliographers often designate materials for the reference collection in their areas of expertise. Unfortunately, many materials which we should have in reference are not identified by this process. New editions of sources published on an irregular basis, small and alternative press materials, and database thesauri often fell through the cracks with this method of collection development. Our bibliographers have a heavy workload which includes coping with ever-shrinking budgets and in selecting for many subject areas each at a university that supports fifty-five doctoral programs!

At UIC we have two approval plans in place which are tailored to our institutional profile. For example, we collect all books published by United States and Canadian University presses--with the exception of materials about the old west and cookbooks! New editions of sources which are not published on a regular basis, materials published by some of the major prolific reference publishers such as R.R. Bowker and Gale Research, and alternative materials, are not usually included in the offerings from our two approval plan vendors.

In my article, I talk about the weaknesses of approval plans. Kathleen McCullough has stated that approval plans will not and do not supply all worthwhile books immediately upon publication.[4] Similarly, complete coverage of all current reference materials is just not possible, regardless of the elegance and precision of a library's profile. According to Thomas W. Leonhardt, "their main strength is their ability to add a consistency to selection that is hard to achieve when libraries rely solely on individual, title-by-title selection."[5] Again, even when approval plans catch the majority of new reference books, how can we be sure that these books will find their way into reference rather than being designated for the circulating collections?

The larger the library, the larger the problem. Part of my role is monitoring the reference sources which our bibliographers purchase and insuring that these reference materials are ultimately destined for our reference collection.

For example, just last week I discovered that the 1985 Oxford Illustrated Encyclopedia was charged to the circulating collection of the Main Library but had been sitting in storage in the basement of the library for over a year. Last year

when I received a publisher's flyer for a twelve-volume $2,500.00 encyclopedia of science and technology, imagine my chagrin when I found that we had received this encyclopedia but that it was shelved in the circulating collection! The reference department should have been consulted when this source arrived and we should have been given first right of refusal. When these transgressions occur, either I physically pull these materials or I arrange to have them pulled from the circulating collection. If, after examining them, the consensus of the department is that we want them in Reference, I have them transferred to the reference collection. This is all part of the monitoring process of the art of reference collection development.

I became the Collection Development Coordinator for the UIC reference department in 1986. As I previously mentioned, absolutely nothing was being done by the reference librarians to develop the reference collection up to this point in time. I was given carte blanche in determining what functions this new role should include and how to perform these functions--both an exciting and daunting responsibility! I am now in my fourth year as the Coordinator of Reference Collection Development. As a result of my assuming this departmental role, I am here to talk with you today about some of the problems I have encountered and some of the things I have learned along the way in creating and implementing a new system for developing our reference collection.

First, I would like to discuss the role of the

1. COORDINATOR OF REFERENCE COLLECTION DEVELOPMENT

If reference collection development is to be viewed as an art rather than as a necessary but evil intrusion on our other reference responsibilities, the first order of the day is to cope with the problems that developing user-responsive, client-centered reference collections always incur. The responsiveness of reference collections can be measured largely by the currency of the materials in the collection and by the retrospective comprehensiveness of the collection as a whole. It may be impossible to eliminate the problems completely, but it is not impossible to deal with them if we strive to create an organized framework for decision-making concerning the selection of materials.

I firmly believe that one person in a department should have the major responsibility for developing the reference collection, or at least, for guiding its development. It may be the head of reference or one of the reference librarians who serves as the Coordinator of Reference Collection Development. I assure you that most department heads do not have the necessary time to devote to being responsible for developing their reference collections--they may serve as coordinators and delegate a portion of the responsibility for developing the reference collection to each of their reference librarians, but they will not be the ones who do the actual selecting. Unless they are the only professional librarian in a small library, their primary responsibility is to their boards of trustees and to their administrations.

The primary role of the Coordinator of Reference Collection Development should be to identify and order the materials for the reference collection--whether the Coordinator has the responsibility for selecting each and every source or whether, as in my case, I attempt to identify the materials which fall through the cracks--the materials which elude the attention of our six busy bibliographers. There is just too much out there for everyone to be on top of everything.

Okay--how do we stay on top of almost everything? This may be obvious, but I also assure you that not every reference librarian does this. I do this through

systematically scanning all of the major book reviewing sources including American Libraries, ARBA: American Reference Books Annual, Booklist, and The BRS Bulletin and DIALOG'S Chronolog--both indispensable sources for identifying new database thesauri. Collection Management, College & Research Libraries, C & RL News, JASIS: The Journal of the American Society of Information Science, The Journal of Education for Library and Information Science, Library Journal, Library Quarterly, Library Resources & Technical Services, The New York Times Book Review and The New York Review of Books, Publisher's Weekly, Public Libraries, RQ, The Science and Technology Annual Reference Review, and the Wilson Library Bulletin are just SOME of the sources you must scan on a continuing basis.

By all means, read your local papers and attempt to keep an eye out for unique sources that often are reviewed in the most unlikely places. Newspaper columns on antiques, genealogy, and household hints often turn up useful but little known sources of valuable reference-type information and often these are very inexpensive sources. This is a great way to keep you on your toes about new materials in all subject areas, whether or not you want them for your reference collections.

When you read a review of something that you think you might want in your reference collections, make a photocopy of the review and put it in a folder marked Pre-order Process. I find it more economical to batch my reviews than to work with them on a piecemeal basis.

Futas has stressed the importance of knowing about what is NOT in your collection as well as what is. She feels it is incumbent upon professional librarians to send patrons elsewhere to answer queries that cannot be answered by own's own collection.[6] Keep in mind that it greatly enhances our credibility as professionals if we can make informed referrals. I cannot stress this enough--informed referrals. We can say to a patron, "No, I am sorry, we do not have the Wisconsin Industrial Directory here at the University of Illinois at Chicago, go to Wisconsin!"--or, we can reply, "The downtown branch of the Chicago Public Library has not only the Wisconsin Industrial Directory but the industrial directories of all of the states as well, in print form. Go to the Business, Science, and Technology Department on the fourth floor of the public library and ask a librarian to show you where they are."

When I am asked for the latest edition of the Human Care Services Directory, published by The United Way of Chicago, I advise my patrons to go to their local large city or suburban public libraries--they are uniformly successful in obtaining this heavily requested source in a timely manner--by the time my department receives the current edition, the next edition is out! We have a very real problem in obtaining materials from associations and agencies that require prepayment and that must go through the bureaucratic idiosyncrasies of our collections development and acquisitions departments, not to mention the problems that having acquisitions online on NOTIS is creating. NOTIS seems to have a difficult time dealing with these kinds of orders. You wouldn't believe--or maybe you would! what I have gone through every year attempting to obtain the Index to Crain's Chicago Business for $35.00. Crain's requires prepayment, they don't accept standing orders, and I have spent untold library time ensuring that we acquire this most valuable and reasonably-priced reference source. By the time we receive it, it's valuable all right!

Again, in my visits to area libraries to see what they have in their reference collections, I stumbled across The DIRPRO Directory of Illinois Schools. This is a valuable and inexpensive resource for identifying all Illinois educational institutions and which gives the complete street address of all Chicago public schools--a frequent reference request. This discovery occurred on a Sunday afternoon, on my own time, while visiting the public library in Riverside, Illinois. I spent a few dimes of my own

money and photocopied the title page and table of contents. Including documentation of this type with our purchase requests helps our bibliographers to determine the worthiness of the source we are requesting, especially if there are no reviews available. It also assists our technical services and acquisitions departments in verifying bibliographic information and in placing the orders, especially for small and alternative press sources. I submmitted an order for the DIRPRO Directory the following week along with the photocopies.

Performing collection development is a constant and endless treasure hunt of making serendipitious discoveries about new sources. On a delightful days outing in Lake Geneva, Wisconsin last fall, I literally dragged my nonlibrarian husband into its beautiful library on the lake. Not being a public librarian, I was amazed to see pattern catalogs in their reference collection. I was equally amazed to see the J. C. Penney mail-order catalog in the reference collection of my public library in La Grange, Illinois. This is what I mean about developing user-responsive reference collections--give 'em what they want, especially when a J. C. Penney catalog only costs five dollars!

As I have stated before, we can't totally eliminate the problems, but we can find workable solutions which mitigate the problems to a degree. As the Coordinator of Reference Collection Development, I am the solution--if I didn't do it, it wouldn't get done. We just wouldn't have these sources, and we would have a less user-responsive reference collection than we now enjoy.

Publisher's advertising fliers are another excellent way to find out what's new. I have often heard librarians say that they throw out their junk mail without opening it. My advice to all of you is that if you are the one who does reference collection development--open EVERYTHING. Get on as many lists as you can. Ask other librarians to route you their junk mail. I am dead serious. That's how I received many of the publisher's fliers I have included in a separate handout for you that I will distribute later in the program.

When you come across an advertising flier for something that sounds interesting, again, put it in your Pre-order Process folder. I also batch my fliers. Then, when and if you have some free time, (HA! HA!), you can get to work on them. You'll just have to build this time into your schedule if you do not--and I cannot stress this enough. The reason reference collection development has suffered in departments all over the nation is that it has traditionally been an activity that we do when, and if, we have the time--and we NEVER do. You must build that time into your schedules the same way you schedule desk time, online searches, BI sessions, and meetings--oh, those endless meetings! Otherwise, you are not going to have any control over the collection development process or over your reference collections. If you do not build this time into your schedule, reference collection development will continue to be performed haphazardously, instead of harmoniously. Reference collection development MUST be integrated into your daily schedules.

Okay. We are still in what I call the pre-order process. You've photocopied your reviews and batched your fliers and they are all sitting in your Pre-order Process folder. Now what do you do with them? Bring them to the reference desk with you--build the time into your schedules to deal with them. Check them against the holdings of your online or card catalogs to determine if they are already on order, perhaps already in your reference collections, or in your circulating collections. This process of checking the fliers and the reviews pays off in more ways than one. If you don't have it and you want it--order it. Fill out a purchase request. Batch your purchase requests every couple of weeks and submit them to your department for a weeks review so that your colleagues can see what you are proposing to order for

your reference collections. This gives them an opportunity to participate in the process, if they so desire, and to question your collection decisions. After giving the orders to your departments for a one-week review, submit the orders to the proper person or department. I think a one-week review is enough in the protracted process of identifying materials, filling out request forms, reviewing them, and finally submitting them.

Most of the time we get what we request, except in the case of very high-ticket sources which become "wish-list" sources that come out of any funds left over at the end of the fiscal year. Believe it or not, once in a while there are extra funds that must be spent fast or we lose them. That's how we received the Personal Name Index to the New York Times a few years ago. This is an indispensable source for identifying people not listed in Biography and Genealogy Master Index (BGMI), or in the other standard biographical sources. I don't know what we ever did without it. Again, even if you cannot afford this source, it is your professional responsibility to know if a library in your immediate geographical area does so that you can make an informed referral when the occasion arises.

I will now list some titles of reference sources which are necessary and high-demand acquisitions to our reference collection which would not be in our collection today if I had not identified them. These titles illustrate the various types of materials the Coordinator must strive to catch before they fall through the cracks. For example, the ninth edition of Mark's Standard Handbook for Mechanical Engineers, a heavily-used UIC reference desk source, had been available for almost a year before I came across a tiny advertisement for it in Library Journal while performing my weekly literature review. Other examples of our reference desk sources that are not on standing order which I identified from the current literature are the latest editions of the Barron's Guides to law schools and graduate business schools. These are some of the materials which we would find it difficult to function without on a daily basis that fall through the cracks of our institutional collections development process. It is up to me to catch them before we lost sight of them completely.

Other examples of titles which would not be in our general reference collection were it not for this monitoring process are The NASDAQ Handbook, the fourth edition of The Insider's Guide to the Top Ten Business Schools, Sports Market Place, The Directory of Mail Order Catalogs, the current edition of The Roster of the American Psychoanalytical Association (identified through recording a patron request), and The National Directory of Nonprofit Organizations. These are a few examples of sources which we would not have in our reference collection were it not for the hours of time I spend in identifying them.

Now, we will return to the pre-order process. If a source is already on order that I am checking against my reviews and fliers, I make a note on the review or flyer. I then share these with the other members of my department. I do this through what I call my SDI--Selective Dissemination of Information folder, in which I put reviews and publisher's fliers for materials which are already on order but not yet received, or which may pertain to books which we already have. I then route this folder to all members of my reference department. This process keeps them informed of new books which they can look forward to seeing in reference within the next few months or so, and also calls to their attention materials which they may have forgotten about or been unaware were already in our reference collection. How can this happen you may wonder?

You must keep in mind that I work in a very large ARL university library. We estimate our reference collection has more than 20,000 volumes. As we do not do the

primary selecting for the reference collection and as new materials used to be put into the reference collection by our support staff without our formally reviewing them first, that is how and why we would often be unaware that we had received new titles. I modified this process by having our support staff person who has primary responsibility for processing our new books and serials, place new titles--not new editions, on a "new book shelf" in the reference department for a week. This gives all the reference librarians and support staff adequate opportunity to see what the bibliographers have ordered for our collection. It also gives us the opportunity to reject materials that do not conform to our guidelines, that have received negative reviews, and materials for which we do not foresee a real need. We do this by putting a yellow ' post it" on the cover of the book in question, and all librarians vote whether to keep the book or to transfer it to the circulating collection. This process also prevents a book from getting literally lost in the bowels of the reference collection.

If a book is "in process," a term we use at UIC for something that is received but not yet cataloged, I can hasten the cataloging process by filling out a cataloging request form or "pink slip" for the book and submitting it to the cataloging department. Because we now use NOTIS for acquisitions, we are immediately able to identify the status of a book, i.e., "in the pre-order process," "on order, not yet received," or "in process." This method of filling out "pink slips" gets materials into the reference collection on a more timely basis than if we wait for them to wait their turn to be cataloged. By the chuckles out there I'll bet you all have a backlog too!

2. THE PRE-POLICY PROCESS

Creating a reference collection development policy does not happen overnight. It takes time--a LOT of time! That is one reason why so many reference departments function without written policies. In order to approach this policy-making process systematically, the Coordinator of Reference Collection Development should schedule departmental meetings on a regular basis--here we go again--more meetings! Seriously, at these meetings the reference librarians should discuss the concerns that need to be resolved concerning how and why the collection is being developed and for whom. The Coordinator should develop a written set of concerns and distribute it to the librarians BEFORE the first meeting. The Coordinator should also solicit ideas from the other reference librarians that can be incorporated into this guidelines document. In this way, everyone will be involved in the process and have the oportunity to contribute their input. These concerns will drive the discussions.

There is no set rule or rules as to what you will want to discuss. Your policy may be one page or several. You may want to refer to a couple of publications which reproduce existing reference collection development policies so as to obtain an idea of how you want to proceed. These publications are discussed in my article and listed in the bibliography.[7] If there is a rule, it should be--whatever works for you and for your individual departments. In formulating your areas of concern, think about what has caused you problems in the past. How do you decide when to purchase a new edition of an encyclopedia? Is it when you have the money, is it every two years, or is it when someone suddenly realizes your Encyclopedia Britannica is six years old, as I recently did!

How many computer dictionaries do you want in reference? What company directories do you need in order to perform business reference at a given level? Will you collect phone books? If so, how will you decide which ones to collect? Will you collect international phone books? Do we accept everything that is offered to us on

the assumption that more is better? These are just some examples of the kinds of seat-of-the-pants decisions we make everyday, often with no clear cut guidelines or sense of why we accept or reject materials for our reference collections.

The pre-policy process is ultra-important because it leads to the creation of a reference collection development policy. Once you have a policy in place, many areas that were formerly ambiguous miraculously become clarified.

People are usually the primary obstacles to achieving the harmony that should result from creating an organized framework for reference collection development. By this, I do mean one's colleagues! The larger the department, the harder it is to achieve this harmony. All members of a reference department need to work as a team and need to possess a shared vision of what they want their reference collections to be and to do, and for whom they are doing it. This is probably the most difficult part of the art of reference collection development--getting librarians to agree. The more diverse the department, the more difficult it will be to get librarians to concur on what the scope, function, content, and purpose of their reference collections should be. This is a subjective process that needs to be performed in an objective manner. The creation of a reference collection development policy will help to eliminate the subjectivity of this process. What is needed are clear and shared guidelines that drive our collection decisions.

Sometimes we will want to make decisions on a title-by-title basis. However, there are many instances that seem to demand some kind of shared "rules" or "guidelines." For example, will you catalog database thesauri--if not, you can discard old editions. Once they are cataloged they need to be transferred to the circulating collection or deacessioned. If they are not cataloged, patrons will not know you have them. For us, this was a crucial decision as we get Rosary College and Northern Illinois University library school students on a regular basis who need to use these for their library school assignments. Since they do not constitute our primary user population, we decided against cataloging them. This is stated in our policy and was an issue on the guidelines document we discussed in the pre-policy process.

3. THE REFERENCE COLLECTION DEVELOPMENT POLICY

The policy should evolve from the pre-policy process during the guidelines discussions. Writing the policy should be the easiest part. At your collection development meetings, as you discuss your collection development concerns, you will be reaching decisions about how you feel about each concern that you have identified. After you have completed discussing these concerns, you should be able to write the policy based on the decisions which were made at your meetings. Your policy should be a "living document," subject to adaptation and change as it continues to develop over time in response to the needs of your departments. It should NOT be poured in concrete and you should feel free to amend and revise it over time.

4. ALTERNATIVE MATERIALS

This is an area of reference collection development which is near and dear to me. Once your policy is in place, you are now ready to deal with alternative or ephemeral materials. These are materials which are produced by non-standard or non-establishment groups or individuals--that is, as James P. Danky has defined them, "publications emanating from museums, learned societies, private membership organizations, and small and alternative presses."[8] Most of these publications seldom get into the publications pool of the regular commercial book trade. These materials

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present real challenges for the Coordinator of Reference Collection Development--both in identifying them and in integrating them into the reference collection Libraries and librarians have a responsibility to provide not only mainstream materials but also materials that are socially and politically outside of the mainstream so that all points of view will be represented.[9] These are the materials that again fall through the cracks but which are often the only sources in which we can identify answers to questions about lesser-known individuals and small and foreign companies, for example. I have prepared a handout for you in which I have gathered publisher's fliers and book reviews identifying some of these alternative sources

DISTRIBUTE HANDOUT

5. INCREASING THE VISIBILITY OF THE PROCESS OF REFERENCE COLLECTION DEVELOPMENT

Last, but not least, a major benefit of organizing the reference collection development process should be to increase its visibility as an integral part of reference librarianship. I advocate keeping statistics on how much time is spent by the Coordinator on this function. Even though collection development activities are difficult to measure and to quantify because they are both independent and subjective activities whose value to a library will only be apparent over time,[10] there are ways in which to objectively measure the time spent doing it. For example, create some simple forms for recording these statistics on a PC or a typewriter. Keep track of how many hours each week you spend poring over publisher's fliers and reading reviews in the professional literature. You may be surprised at how much time you spend doing this. This is a vital and necessary part of keeping informed about new sources and this activity needs to be documented. Keep track of how many purchase requests you submit and make photocopies of each request. I have found this an invaluable method for monitoring the amount of time it takes from the time I submit the purchase requests to the bibliographers to our receiving the materials in reference after processing. I have noted with interest that alternative materials usually take more time in terms of how long they are on order and also in terms of processing them. By keeping nice neat sets of statistics on the time you spend developing your reference collections, at annual report time you will have a nice neat set of statistics to incorporate into your annual department report.

CONCLUSION

Reference collection development should be accounted for in the same precise way that the number of online literature searches, BI sessions, and questions asked at the reference desk are documented. The process of identifying, evaluating, and astutely selecting reference materials is much more than just ordering books--ordering books is the function we perform AFTER we make reference collection development an art--not just an activity. Thank you very much!

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Effectively evaluate and weed your reference collections with the aid of this practical book!

WEEDING AND MAINTENANCE OF REFERENCE COLLECTIONS

Edited by Sydney J. Pierce, PhD, MLS
Faculty Member, School of Library and Information Studies, University of Oklahoma, Norman, Oklahoma

The Haworth Press, Inc., is pleased to announce the publication of a timely book, Weeding and Maintenance of Reference Collections, edited by Sydney J. Pierce. Divided into three sections, this book deals with three problem areas in the management of reference collections. The first section considers the impact of differing clienteles and objectives on the reference collection. The second deals with policies for the development of the reference collection, including articles on three common problems—economizing in the purchase of reference serials, planning for CD-ROM technologies, and coping with shrinking budgets. The third part of the book deals with evaluating and weeding collections, including articles on use-based approaches to evaluating the reference collection, and descriptions of successful weeding projects that give specific criteria and detailed methods to be used in weeding reference books.

This book gives new insight into collection management problems confronting reference departments faced with increasing user demands and increasingly strained budgets as the Information Age gathers momentum into the 1990s. Most reference departments have problems with unplanned collection growth that depletes the library budget, wastes shelf and seating space, and leaves both books and people lost in the clutter. Reference librarians will appreciate the practical advice offered in Weeding and Maintenance of Reference Collections for coping with these problems. Students and faculty in library and information studies programs should find the book useful too, particularly for its coverage of weeding reference collections, a practical matter that, though important in professional practice, is not often discussed in the literature.

CONTENTS

Weeding and Maintenance of Reference Collections: Editor's Introduction (Sydney J. Pierce) • The Responsive Reference Collection: Planning for Service Versus Self-Service in the Reference Area (H. Rebecca Kroll) • Evaluation of Corporate Reference Collections (Daniel O. O'Connor and Esther R. Dyer) • Applying the Fairfax Plan to Reference Collection Management: A Strategy (Jane G. Goodwin, M. Lydia Patrick, and Julie Pringle) • Reference Collection Development Using the RLG Conspectus (Kathy E. Tezla) • Weeding and Evaluating the Reference Collection: A Study of Policies and Practices in Academic and Public Libraries (Carol Truett) • Scheduled Reference Collection Maintenance: The Rhode Island Experience (Elizabeth Putas and Jonathan S. Tryon) • CD-ROM Sources in the Reference Collection: Issues of Access and Maintenance (Mary Pagliero Popp and A. F. M. Fazle Kabir) • Client-Driven Reference Collections for the 1990s (Marie B. Waters) • Discovering How Information Seekers Seek: Methods of Measuring Reference Collection Use (Mary Biggs) • "Use" as a Criterion for the Weeding of Reference Collections: A Review and Case Study (Eugene A. Engeldinger) • A Program for Systematic Weeding of the Reference Collection (Eleanor Mathews and David A. Tyckoson) • "Let's Get Rid of It": A Reference Librarian's Battle Cry (Steven F. Vincent) • Managing the Reference Collection: The Practice of Pruning (Bart Harloe and Helen M. Barber)

(A monograph published simultaneously as *The Reference Librarian*, No. 29.)
$29.95 hard. ISBN: 1-56024-001-6.
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Sections of the guide and compilers are: "Selective Bibliography" (Mimi Penchansky), "Indexes and Abstracts" (Gayle Hardy and Barbara Morgan), "Review Sources" (Noel Peattie), "Subject and Trade Bibliographies" (Nancy Gruber, Anne Zald, Byron Anderson), and "Alternative Mail Order Outlets" (Daniel C. Tsang); the index was compiled by Chris Sokol.

Cathy Seitz Whitaker, an active member of SRRT, is a reference librarian at the Carnegie Library of Pittsburgh.

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Wind River Pubns. 1990. 400p. index.
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Hobby Index 1988. Index House (Box 716, Stevens Point, WI 54481), 1990. 405p. pa$49.95. 0-936697-03-2.

Serious hobbyists won't mind too much that this annual index to magazines for model builders is two years in arrears since much of the information it leads to remains useful for years. In six separate sections, each subdivided into an author index and a subject index, it indexes some thirty magazines that deal with model aircraft, miniature houses, railroads, ships, soldiers, and vehicles. Information in the article citations has been enriched by codes indicating matters such as standard scales, power sources, or instructions on building a model from scratch. Because these abbreviations are section-specific and because the same string of letters is sometimes an abbreviation for one concept in one section and another concept in another section, a key to their meanings appears at the bottom of each page in a shaded box. The subject indexes list articles under more than one heading when they relate to more than one topic. For example, an article on a model of the Greenpeace Foundation's *Rainbow Warrior* appears under subject headings for both the foundation and the ship's name. *Hobbyists Sourcebook* (reviewed in *WLB*, June 1990) identifies some of these periodicals but, given its different purpose, does not index them. Whereas both newcomers and veterans can use *Hobbyists Sourcebook* to advantage, *Hobby Index* will appeal mostly to deeply dedicated model builders who invest considerable time and money in their pastime. Public libraries that serve them by subscribing to a fair number of model building magazines can expand their service by subscribing to this. The 1989 annual promises to expand its service through access to seventeen additional magazines.

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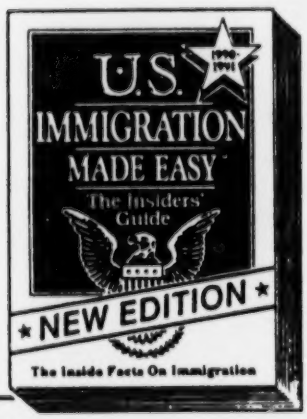

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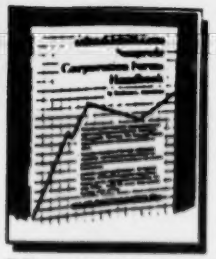

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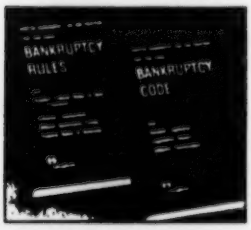

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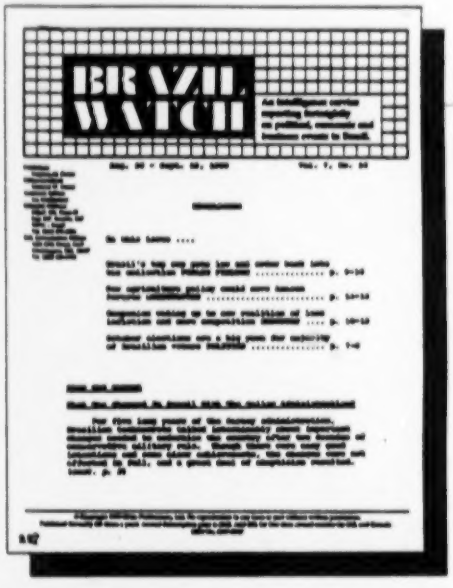

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Media SOURCE

Guides to discount malls are welcomed by bargain hunters

By Jayne Clark

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The directory lists outlet centers state by state and indicates the brand names sold at particular stores. A four-color map pinpoints the location of existing and planned outlet centers.

California leads the country in the number of planned outlet centers. The booklet lists 15 centers due to open in the state between now and the end of 1991. Twelve factory outlets are now open for business.

To order the guide, send $4.95 to Joy, Box 7867, St. Petersburg, Fla. 33734.

Another new guide to the outlets, this one an 84-page, magazine-size book called "Outletbound's Guide to the Nation's Best Outlets," was published this summer. The guide contains a listing of 277 outlet centers housing a total of 4,500 manufacturer-owned stores around the country. It, too, contains maps and charts and enough information on where the buys are to send avid bargain hunters running off to such obscure locales as Boaz, Ala.; Pigeon Forge, Tenn.; and Monroe, Mich.

To order, call 800-336-8853 or send $5.95 to Outletbound, P.O. Box 1255, Orange, Conn. 06477.

Shop-happy globe-trotters who are more likely to find themselves in Milan, Italy, or Lima, Peru, than Boaz or Pigeon Forge will get more mileage from the Savvy Shopper, a newsletter described as "an insider's guide to shopping around the world."

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